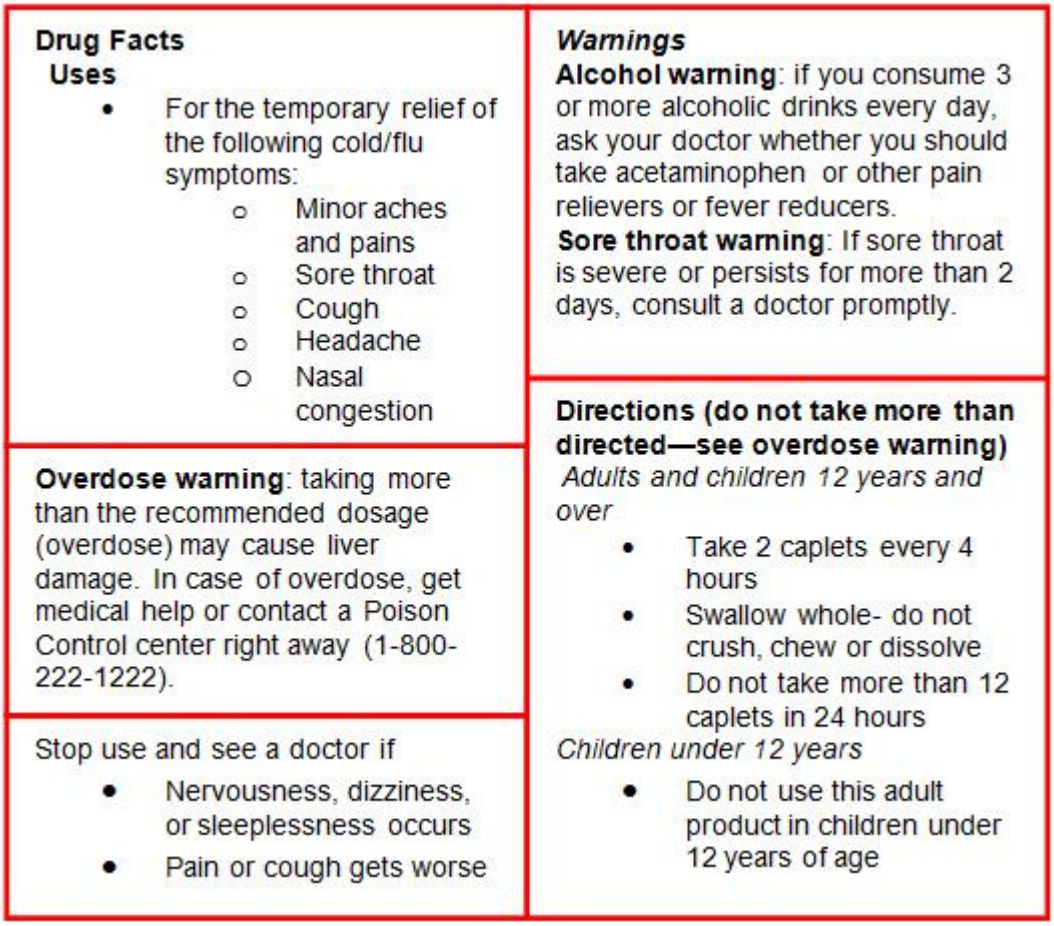
Examples of Technical Writing

Example #1: How to Order from an Online Catalog

Ordering from an Online Catalog	
To place an order from a website, just follow these simple directions.	
1.	Find the item you want to order and add it to your cart.
2.	Look at the top of the web page and click on the word “view cart.”
3.	Review the information to see if everything is correct.
4.	Register your name, address, phone number, and payment information.
5.	Read the information on shipping fees.
6.	Read the information on sales tax.
7.	Follow the websites buttons to place the order.
8.	Print your receipt and check for an email confirmation.
9.	Keep the information until you receive your order within 7 days.

Example #2: Medicine Label



Drug Facts

Uses

- For the temporary relief of the following cold/flu symptoms:
  - Minor aches and pains
  - Sore throat
  - Cough
  - Headache
  - Nasal congestion

Overdose warning: taking more than the recommended dosage (overdose) may cause liver damage. In case of overdose, get medical help or contact a Poison Control center right away (1-800-222-1222).

Stop use and see a doctor if

- Nervousness, dizziness, or sleeplessness occurs
- Pain or cough gets worse

Warnings

Alcohol warning: if you consume 3 or more alcoholic drinks every day, ask your doctor whether you should take acetaminophen or other pain relievers or fever reducers.

Sore throat warning: If sore throat is severe or persists for more than 2 days, consult a doctor promptly.

Directions (do not take more than directed—see overdose warning)

Adults and children 12 years and over

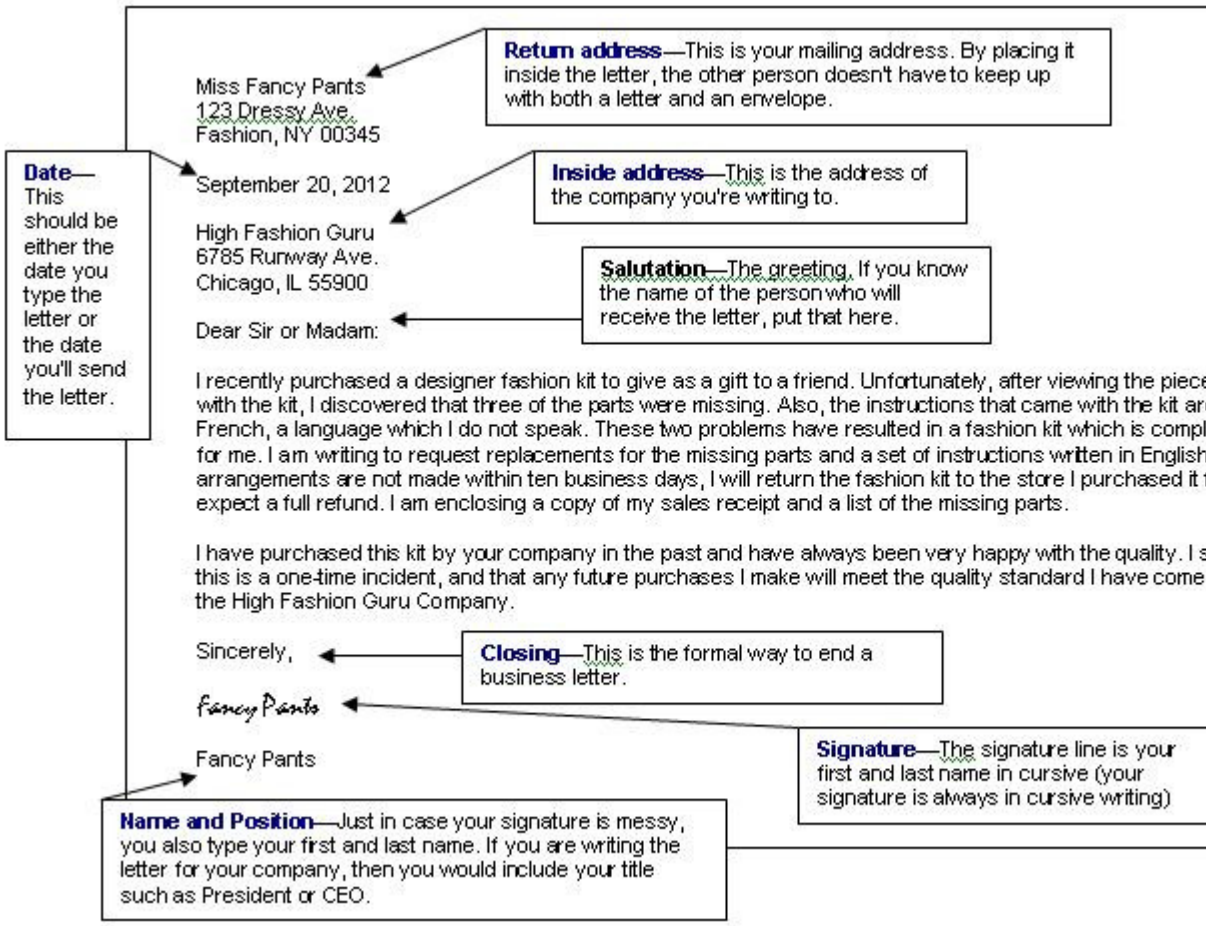
- Take 2 caplets every 4 hours
- Swallow whole- do not crush, chew or dissolve
- Do not take more than 12 caplets in 24 hours

Children under 12 years

- Do not use this adult product in children under 12 years of age

Example #3: Business Letter

Here's an example of a full block style business letter:


Return address—This is your mailing address. By placing it inside the letter, the other person doesn't have to keep up with both a letter and an envelope.
Miss Fancy Pants
123 Dressy Ave.
Fashion, NY 00345
Date—This should be either the date you type the letter or the date you'll send the letter.
September 20, 2012
Inside address—This is the address of the company you're writing to.
High Fashion Guru
6785 Runway Ave.
Chicago, IL 55900
Salutation—The greeting. If you know the name of the person who will receive the letter, put that here.
Dear Sir or Madam:
I recently purchased a designer fashion kit to give as a gift to a friend. Unfortunately, after viewing the piece
with the kit, I discovered that three of the parts were missing. Also, the instructions that came with the kit ar
French, a language which I do not speak. These two problems have resulted in a fashion kit which is compl
for me. I am writing to request replacements for the missing parts and a set of instructions written in English
arrangements are not made within ten business days, I will return the fashion kit to the store I purchased it
expect a full refund. I am enclosing a copy of my sales receipt and a list of the missing parts.
I have purchased this kit by your company in the past and have always been very happy with the quality. I s
this is a one-time incident, and that any future purchases I make will meet the quality standard I have come
the High Fashion Guru Company.
Sincerely,
Closing—This is the formal way to end a business letter.
Fancy Pants
Signature—The signature line is your first and last name in cursive (your signature is always in cursive writing)
Fancy Pants
Name and Position—Just in case your signature is messy, you also type your first and last name. If you are writing the letter for your company, then you would include your title such as President or CEO.

Example #4: User Manual Instructions

Packaging Content from a Word Processing Document

Perform the following steps to package content into the ROADS system from a word processing document:

1. Open the word processing file.
2. From the word processing file, highlight the text you want to copy, keeping page break indicators in mind.
3. Use the "Ctrl" and "C" keyboard buttons to copy the text.
4. Open the course module from the ROADS system.
5. Click the "Content" tab.
6. In the WYSIWYG editor, click where you want to paste the text.
7. Use the "Ctrl" and "V" keyboard buttons to paste the text into the WYSIWYG editor. Alternatively, you can right-click and select "Paste" from the context menu.
8. If prompted, you should choose to allow the clipboard to access the interface.
9. Highlight all text.
10. Click the "Format Stripper" icon, which is located in the tool bar and looks like this: .

11. Reformat any bullets, numbering, italics, bolding, or other features using the WYSIWYG editor toolbar buttons.
12. If needed, click “Add Page” button to add another page and copy/paste more content.

    NOTE: In the word processing document, the writer may have indicated page breaks.

13. When all content for that module is packaged, click the “Update” button.
14. Click the “Information” tab.
15. Click “Save and Exit.”
16. Click “Preview Course” button then click “Click to Preview.”
17. Scroll down for the module you just packaged, and click “Jump to” to view content.
18. Make any needed changes and repeat the save process, steps 12-17.